



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
P. O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

JAMES E. MCGREEVEY  
*Governor*

JOHN E. MCCORMAC, CPA  
*State Treasurer*

**ADDENDUM #002**  
**T-0704**

**SOLICITATION #33455**

**TO:** CENTRAL MOTOR POOL

**DATE:** 11/05/03

**FROM:** SUE WHETSTONE, PROCUREMENT SPECIALIST

**SUBJECT:** REVISED CONTRACT IMPLEMENTATION  
VEHICLE COLLISION REPAIRS FOR THE STATE OF N.J.  
CENTRAL MOTOR POOL ONLY

**CONTRACT PERIOD:** ORIGINAL: 01/01/02 - 12/31/03

## ***Effective Immediately***

PLEASE BE ADVISED THAT THE **RANKING ORDER** OF THE CONTRACTORS HAS BEEN **REMOVED**. ALSO, NOTE THAT THE CMP MUST UTILIZE THAT CONTRACTOR WHOSE ESTIMATE IS MOST ADVANTAGEOUS, PRICE AND OTHER FACTORS CONSIDERED, IN ACCORDANCE WITH N.J.S.A. 52:34-12.1C. ALL OTHER PRICES, TERMS AND CONDITIONS OF THIS CONTRACT REMAIN THE SAME.

### **METHOD OF OPERATION:**

SINCE A TRUE FINAL COST FOR ANY REPAIR CANNOT BE OBTAINED WITHOUT A WRITTEN FORMAL ESTIMATE, THE CMP MUST OBTAIN WRITTEN ESTIMATES FOR EACH REPAIR JOB.

THE CMP MUST UTILIZE THE CONTRACTOR PROVIDING THE OVERALL LOWEST JOB ESTIMATE. FOR EXAMPLE, EVEN IF A CONTRACTOR'S HOURLY LABOR RATE IS HIGHER THAN OTHERS', BUT THE OVERALL JOB ESTIMATE IS THE LOWEST, THE ORDER WILL GO TO THE CONTRACTOR WITH THE OVERALL LOWEST JOB ESTIMATE.

ALL DOCUMENTATION, PERTAINING TO THE FINAL SELECTION OF A CONTRACTOR FOR THE REPAIR JOB, SHALL BE PRESERVED AND PRESENTED TO AUDITORS UPON REQUEST. THE CCAU MAY CONDUCT AN AUDIT OF ANY TRANSACTIONS AND DOCUMENTATION ANYTIME DURING AND AFTER THE CONTRACT TERM.

PLEASE KEEP A COPY OF THIS ADDENDUM FOR FUTURE REFERENCE.